

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

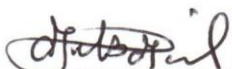
Name of Administrative Staff: ANTONIO B. ASILOM

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical rating per IPCR	4.50	70%	3.15
2. Supervisors/Head's assessment of His contribution towards Attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.60

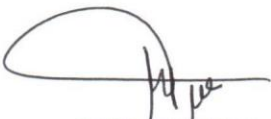
TOTAL NUMERICAL RATING: 4.60
Add: Additional Approved Points, if any:
TOTAL NUMERIAL RATING: 4.60

ADJECTIVAL RATING: 0

Prepared by:


ANTONIO B. ASILOM
Name of Staff

Reviewed by:


CELSON GUMAOD
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

"Exhibit B"

I, ANTONIO B. ASILOM, of the SECURITY SERVICES AND MANAGEMENT OFFICE commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period Jan 1 to June 30, 2017.


ANTONIO B. ASILOM

Ratee


CELSO GUMAOD
 Head, Security Office

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Percentage	Rating				Remarks
			Target	Actual		Q ¹	E ²	T ³	A ⁴	
UMFO 6 General Administration and Support Services (GASS)										
VPAF MFO 7: Security Services and Management Office										
Security Services Management MFOs:										
MFO 1. Conduct Investigations on Reported Incidents										
PI 1. Number of all reported incidents had been investigated	Investigation	Assist in the conduct of investigation of recorded/reported incident at the blotter	50	53	106%	5	5	4	4.666	
PI 2. Number of reported incidents submitted to higher office for legal action	Reporting	Preparation of reports/encoding	50	53	106%	5	5	4	4.666	

MFO 2. Accomplishment Reporting													
PI 1. Number of weekly accomplishment reported	Reporting	Submission of weekly reports	24	24	100%	5	5	4	4	4.666			
PI 2. Annual accomplishment reported on time	Reporting	Preparation of reports/encoding of annual accomplishment report	1	1	100%	5	5	5	5	5			
MFO 3. Public Safety													
PI 1. Number of road signage/barricades placed on appropriate places and maintained	Road Safety	Placement of signages and maintenance	15	15	100%	4	5	4	4	4.333			
PI 2. Number of students dormitories oriented/inspected for security and safety	Student safety in dormitories	Inspection of emergency exits, electrical, emergency lights, emergency alarms, etc.	10	10	100%	4	4	4	4	4			
PI 3. Number of security and safety trainings/seminars conducted and or facilitated	Emergency preparedness	Assist training facilitators/trainors in security and safety trainings and seminars	1	1	100%	5	4	4	4	4.333			
MFO 5. Admin. And Support Services Mgt.													
P1 1. Efficient office management and maintenance	Administrative work	Keeping of reported incidents records, assist the head of office in disseminating orders	100% No complaint	100% No Complaint	100%	5	4	4	4	4.333			
TOTAL OVER-ALL RATING											35.99		

Average Rating(Total Overall rating divided by 8)		4.50
Additional Points:		
Punctuality	XX	
Approved additional points(with copy of approval)	XX	
FINAL RATING		4.50
ADJECTIVAL RATING		0

Received by:

Calibrated by:

Recommending Approval:

Approved by:


JERESITA L. QUIÑANOLA
 PRPEO
 Date:


REMBERVO A. PATINDOL
 PMT Chairman
 Date:


REMBERVO A. PATINDOL
 Vice Pres. For Admin & Finance
 Date:


EDGARDO E. TULIN
 President
 Date:

- 1 - Quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 to June 30, 2017Name of Staff: ANTONIO B. ASILOMPosition: Administrative Aide-III

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay.	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university.	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele.	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment.	5	4	3	2	1
12.	Willing to be trained and developed.	5	4	3	2	1
Total Score		50 +8= 4.833				